



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

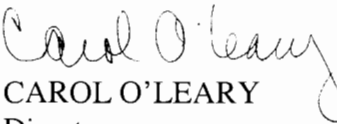
FEB 23 2006

IN REPLY
REFER TO

**GENERAL ORDER
NO. 05-06**

DESC-R

- I. Authority: Director, Defense Energy Support Center (DESC)
- II. Pursuant to the cited authority and effective immediately, DESC-Missile Fuels CBU is renamed DESC-Aerospace Energy CBU.
- III. Effective immediately, the Deputy Director of Aerospace Energy (DESC-MD) is established under DESC-M. DESC-MD directly supports the CBU Director in managing the overall acquisition strategy, transportation and inventory management for missile fuels, chemicals and gases, cryogenic liquids and propellants for DoD, other Federal Government customers, Foreign Military and authorized commercial or academic space-related customers.
- IV. The DESC Organization, Mission and Functions Manual (DESC 5810.1) will reflect the detailed mission, functions, references, and definitions. This general order authorizes functions and personnel realignments or reassignments accordingly.


CAROL O'LEARY
Director
Financial Operations

DISTRIBUTION:
DES
CSO-C



AEROSPACE ENERGY (DESC-M)

MISSION:

Provide contracting, transportation and inventory management for Aerospace Energy, chemicals and gases, non-propellant cryogenics and propellants for DoD, other Federal Government customers, Foreign Military and authorized commercial or academic customers.

DEPUTY DIRECTOR (DESC-MD)

Serves as Deputy Director of Missile Fuels Directorate, Defense Energy Support Center. Directly supports the CBU Director in managing the overall acquisition strategy, transportation and inventory management for missile fuels, chemicals and gases, cryogenic liquids and propellants for DoD, other Federal Government customers, Foreign Military and authorized commercial or academic space related customers.

CONTRACTING DIVISION (DESC-MK)

MISSION:

Responsible for acquisition of assigned Aerospace Energy products and services. Perform contract administration for all Aerospace Energy product contracts.

FUNCTIONS:

1. Develops the most economical procurement method by utilizing best commercial practice and innovative approaches.
2. Solicits, negotiates and awards contracts for Aerospace Energy products and services.
3. Stays abreast of Aerospace Energy products market conditions, conducts benchmarking studies, and integrates industry trends into overall procurement strategy.
4. Performs all contract administration of awarded contracts to include, but not limited to, resolution of claims and disputes, execution of novation agreements, administrative changes, price changes, contract modifications, and contract termination actions.
5. Monitors contractor performance and maintains records for use in future Past Performance evaluations.
6. Determines impact of pending or existing labor strikes and other circumstances that adversely affect production or service.

7. Maintains liaison with QA offices and DoD payment offices.
8. Evaluates requirements packages and develops contract-planning documents to purchase required Aerospace Energy products and related services. Performs advanced acquisition planning for Program type acquisitions and plans contract actions in response to contingencies or other emergencies. Performs support capability studies and economic analyses in conjunction with other DESC Staff elements to determine the optimum method of ensuring complete support for all valid requirements. Develops and/or evaluates alternate methods of providing Aerospace Energy products and related services when traditional methods of contract support cannot be effectively used. Determines the appropriate method of contracting to use and selects appropriate contract clauses in order to prepare and issue solicitations for bids, proposals, and quotations. Posts solicitations to DESC solicitation web page, and FEDBIZOPS to maximize competition.
9. Implements applicable Socio-Economic programs. Determines range of competition and issue solicitations as unrestricted, Small Business Set-Asides, or 8(a) reservations.
10. Evaluates bids, proposals, and quotations to determine responsiveness and responsibility of prospective contracts. Negotiates prices, type of contract, and other contractual provisions. Reviews and edits solicitation mailing lists to ensure effectiveness and economy.
11. Awards Aerospace Energy product and services contracts and obtains required contract approvals and clearances. Provides available information on awards over \$5 million, as required by Public Announcement and Congressional Notification. Reviews and approves subcontracting plans and procedures.
12. Issues show cause letters and cure notices. Negotiates and executes contractual documents for settlement of partial and complete contract terminations for convenience. Evaluates and coordinates claims for recovery of funds from contractors resulting from partial and complete contract terminations for cause.
13. Investigates allegations of fraud, waste, and mismanagement and reports to higher authorities. Prepares documentation for litigation support including Contracting Officer files and excess re-procurement data. Serves as the Procurement and Administrative CO and testifies at the Armed Services Board of Contract Appeals (ASBCA) and Federal Court of Contract Appeals.
14. Evaluates and approves contract changes to include purchase order modifications, product order changes, and supplemental agreements.
15. Evaluates and resolves contractor disputes. Executes contractor claims, waiver requests, and novation agreements. Negotiates contractor-proposed modifications ensuring the best interests of the Government.

16. Generates process improvements through innovative thinking and implements technology based enhancements to the acquisition process for commercial and military specification Aerospace Energy products.

17. Controls application of taxes (Federal, State, and Local) to contracts and executes required tax exemption certificates.

18. Conducts Pre-Solicitation, Pre-Proposal and Post-Award Orientation Conferences, as well as Industry Forums. Participates in site tours and technical discussions, as well as explaining and clarifying contractual terms and conditions.

19. Investigates and evaluates nonconforming supplies, overages and shortages for Aerospace Energy products, contract deficiencies, to include noncompliance with Service Contract Act requirements and operational requirements. Obtains adequate consideration as required. Coordinates with Department of Labor regarding wage determinations and collective bargaining agreements. Coordinates with technical representatives regarding operational deficiencies. Negotiates appropriate price adjustments associated with deficiencies.

20. Responds to inquiries from customers, offerors, contractors, DFAS and other DLA activities regarding the terms and conditions of solicitations and contracts.

21. Compiles contractor performance data and maintains records and status reports.

22. Performs as Contract Property Administrator. Administers the contract terms which obligate contractors to acquire, control, use, care for, report, and dispose of government property. Provides instructions to assist the contractor in documenting and reporting accurate inventory data for Government property in contractor's possession. Investigates any report of loss, damage or destruction of Government property which the contractor is unable to account for. Ensures that all Government property is accounted for prior to the contractor being relieved of accountability.

LOGISTICS MANAGEMENT DIVISION (DESC-MI)

MISSION:

Serve as the DoD Integrated Materiel Manager for Aerospace Energy products. Supply products and provide logistics and transportation support to DoD, Federal Civilian agencies, Foreign Military Sales (FMS) and authorized commercial and academic customers.

REQUIREMENTS BRANCH (DESC-MIC)

FUNCTIONS:

1. Receives, consolidates, and aggregates for greatest efficiency requirements from all customers. Manage products and support to minimize expense.
2. Serves as the ordering officer for Defense Working Capital Fund (DWCF) customers and authorizes service invoices for payment.
3. Develops and updates Aerospace Energy products sales projections and addresses the imbalances in inventory and sales. Monitors established inventory levels and takes appropriate action to alter these levels as operational conditions dictate.
4. Determines the purchase amount, location, and required delivery time periods of Aerospace Energy products.
5. Ensures Aerospace Energy products requirements (DoD/non-DoD) not covered by existing contract sources are met.
6. Controls distribution/redistribution of all Aerospace Energy products. Ensures proper authority to order Aerospace Energy products are promptly assigned and inventory levels are maintained and contract minimum guarantees are met. Ensures actions are consistent with budgetary and regulatory guidance.
7. Analyzes existing product distribution systems and purchase strategies to include best commercial practices to assess their adequacy to meet existing and projected requirements. Determines the reorder quantity required for Aerospace Energy products.
8. Develops and coordinates proposed changes to the Aerospace Energy Chapter of DoD 4140.25-M. Negotiates policy issues and analyzes procedures to identify required changes.

TRANSPORTATION BRANCH (DESC-MIP)

FUNCTIONS:

1. Administers, formulates, and evaluates transportation and traffic management plans, policies, programs, procedures, systems and performance measurement standards ensuring efficient and economical distribution of Aerospace Energy products.
2. Furnishes transportation cost factors for bid evaluations and offers against Aerospace Energy solicitations.
3. Authorizes transportation services invoices for payment.
4. Executes the transportation budget for movement of Aerospace Energy products annually. Monitors the transportation budget through review and analysis of transportation documentation to include Commercial Bill of Lading (CBL), Electronic

Transportation Acquisition, Powertrack, and Surface Distribution and Deployment Command (SDDC) invoices.

5. Markets Aerospace Energy products and services in order to maximize customer base participation. Participates in industry forums to stay informed of industry changes and make informational contributions on behalf of government customers. Participates in DoD/federal agency conferences to stay informed of potential changes to current commodities and future developing commodities to prepare for optimum logistics support when fielded.
6. Determines transportation asset infrastructure requirements to ensure compatibility with required optimal level of infrastructure.
7. Prepares distribution cost analyses to determine the adequacy of existing Aerospace Energy products distribution system to meet current and projected mission requirements. Conducts studies of distribution trend by mode and rate for determining the impact of changes discovered.
8. Coordinates and verifies with SDDC on negotiations with commercial carriers for rate agreements and changes, tariff provisions, tenders, and establish new services.
9. Develops, amends, interprets, and implements traffic management directives, regulations, publications, and contract terms and conditions.
10. Provides demurrage/detention policy guidance for Aerospace Energy products and monitors all directed demurrage/detention actions. Evaluates and processes adjudication of transportation claims.
11. Plans and coordinates staff visits for providing transportation and traffic management technical assistance. Works with DoD and Federal agencies on Aerospace Energy products transportation and traffic management-related matters.
12. Reviews operational impact of supplier proposals in accordance with the standard operating procedures for Aerospace Energy products and services.